

FREE STATE PROVINCIAL GOVERNMENT VACANCIES

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF THE PREMIER

Directions to applicants: A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

PERSONAL ASSISTANT TO THE DIRECTOR GENERAL

REFERENCE NR: PATO DG

SALARY: Level 8 – A basic salary of R174 117 per annum

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate Secretarial Diploma or equivalent qualification and/or relevant experience in rendering support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Fully computer literate. Sound organizing, written communication and Good people skills. Knowledge on relevant legislation/policies/prescripts and procedures.

KEY RESPONSIBILITIES: The following will be expected of the successful candidate: Maintain the diary of the Director General in consultation with the Office Manager and ensure appointments are co-ordinated effectively. Compile realistic programmes of appointments and journeys in consultation with the Office Manager. Ensure the effective flow of information and documents to and from the office of the Director General. Ensure the safekeeping of all documentation in the office of the Director General in line with relevant legislation and policies. Assist the Office manager on the compilation of documents, reports etc. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. Monitor compliance to various decisions / instructions of the Director General and sensitize the Director General on the status of implementation of such decisions. Make arrangements for the placement of items on the agenda of meetings attended to by the Director General and undertake the circulation of accompanying memoranda. Make arrangement for the attendance of the Director General at meetings and other relevant gatherings in liaison with the Office Manager. Stay updated with information from various media and brings such information to the attention of the Director General. Sensitize the Office Manager on budget related challenges and assist with the compilation and management of the budget of the Office of the Director General. Supervise, manage and co-ordinate the activities of the Secretary, Registry Clerk, Messenger and Driver in the Office of the Director General. Ensure that all equipment and systems in the Office of the Director General are functioning effectively and efficiently

ENQUIRIES: Ms. A.Hattingh, Telephone number: 051 405 5803

PROGRAMME MANAGER: NATIONAL SKILLS FUND (5 YEAR CONTRACT)

REFERENCE PM: NSF

SALARY: An all-inclusive remuneration package of R685 200 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein

MINIMUM REQUIREMENTS: A three year degree. Experience in the management of resources in a similar environment. Extensive experience with regard to the co-ordination of the implementation of substantial programmes/projects. Special knowledge of relevant LEGISLATIVE AND POLICY frameworks applicable to Major Government Programmes that must be implemented. (Special knowledge on the co-ordination and implementation of substantial programmes/projects). Strategic thinking, project management, financial management and organizing skills.

KEY RESPONSIBILITIES: Provide strategic direction and ensure the implementation of: The recruitment, selection and appointment of learners. Making recommendations regarding the appointment of service providers. Arranging for the placement of learners in the workplace for the practical part of the learner ship. Administering of financial transactions and budgetary processes. Sourcing of funds. Liason with the nsf, the relevant setas and employer bodies. Participation in the provincial skills development forum. Administering of payment of training fees to service providers. Administering of payment of stipends to learners. Carry out inspections at project implementation sites to monitor the quality of service rendering by the appointed service providers. Compilation of monthly, quarterly and final monitoring reports. Render secretariat services to the steering committee. Ensure that the following are achieved: Contract training providers and orientate to the requirements of the project. Finalize programme curricula and confirm teaching and learning materials. Recruit and register learners. Commence training programmes.

ENQUIRIES: Dr MMA Maharaswa, Telephone number: 051 403 3428

DISTRICT PROJECT CO-ORDINATOR: NATIONAL SKILLS FUND (5 POSTS) (5 YEAR CONTRACT)

REFERENCE DPC: NSF

SALARY: Level 11 – An all inclusive salary package of R406 839 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRES: Fezile Dabi, Thabo Mofutsanyane, Lejweleputswa, Motheo,

REQUIREMENTS: Three year degree or Matric with extensive experience. Experience in the management of resources in a similar environment. Extensive experience with regard to the co-ordination of the implementation of substantial programmes/projects. Special knowledge of relevant frameworks applicable to Major Government programmes that must be implemented. Knowledge on the co-ordination and implementation of substantial programmes/projects. High level strategic thinking, project management, financial management and negotiation skills.

KEY RESPONSIBILITIES: Provide the following services: Recruit, select and appoint learners. Making recommendations regarding the appointment of service providers.

Place learners in the workplace for the practical part of the learnership. Administer the financial transactions and budgetary processes. Administer payments of training fees to service providers. Administer payments of stipends to learners. Carry out inspections at project implementation sites to monitor the quality of service rendering by the appointed service providers. Compile monthly, quarterly and final monitoring reports. Render secretariat service to the steering committee. Undertake the following: Contract training providers and orientate to the requirements of the projects. Finalise programme curricula and confirm teaching and learning materials. Recruit and register learners. Commence training programmes

ENQUIRIES: Dr. MMA Maharaswa, Telephone number: 051 403 3428

DISTRICT ADMINISTRATIVE OFFICER (5 POSTS) (5 YEAR CONTRACT)

REFERENCE DAO: NSF

SALARY: Level 8 – A basic salary of R174 117 per annum.

CENTRES: Fezile Dabi, Thabo Mofutsanyane, Lejweleputswa, Xhariep, Motheo

MINIMUM REQUIREMENTS: Diploma OR Matric with relevant experience. Experience in managerial support functions. Experience in financial management Working knowledge of MS Word, Excel and PowerPoint. Working knowledge on the setting up and maintenance of a record system.

KEY RESPONSIBILITIES: Manage engagements of the District Project Coordinator. Implement administrative measures to ensure the efficient functioning of the office. Assist District Project Coordinator with regard to meetings attended so as to enable the District Project Coordinator to efficiently execute his/her duties/responsibilities. Provide effective and efficient financial and administrative support service.

ENQUIRIES: Dr. MMA Maharaswa, Telephone number: 051 403 3428

FINANCIAL MANAGER (5 YEAR CONTRACT)

REFERENCE FM: NSF

SALARY: Level 11 – An all inclusive salary package of R406 839 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein

MINIMUM REQUIREMENTS: Three year degree or matric with extensive relevant experience. Experience in the management of resources in a similar environment. Extensive experience with regard to the co-ordination of the implementation of substantial programmes/projects. Special knowledge of relevant frameworks applicable to Major Government programmes that must be implemented. Knowledge on the co-ordination and implementation of substantial programmes/projects. High level strategic thinking, project management, financial management and negotiation skills

KEY RESPONSIBILITIES: Collect data, cost and compile budget estimates for the Project Management Unit. Compile financial reports on a monthly basis for programme monitoring in terms of financial projections, actual progress and deviations and submit to the Project Steering Committee. Provide advice to the Project Steering Committee on statistical analysis of trends in the budget and expenditure of the Project. The overall management of staff and other resources.

ENQUIRIES: Dr. MMA Maharaswa, Telephone number: 051 403 3428

FINANCIAL OFFICER (3 POSTS) (5 YEAR CONTRACT)

REFERENCE FO: NSF

SALARY: Level 9 – A basic salary R206 982 per annum.

CENTRE: Bloemfontein

MINIMUM REQUIREMENTS: Three year diploma or extensive experience in the financial field. Experience in financial management. Working knowledge of MS Word, Excel and PowerPoint.

KEY RESPONSIBILITIES: Provide an effective and efficient financial support service to the Project Management Unit. Administer the financial transactions and budgeting processes. Administer the payment of training fees to service providers. Administer the payment of stipends to learners. Compile monthly financial reports for submission to the Steering Committee.

ENQUIRIES: Dr. MMA Maharaswa, Telephone number: 051 403 3428

PERSONAL ASSISTANT (5 YEAR CONTRACT)

REFERENCE PA: NSF

SALARY: Level 7 – A basic salary of R140 208 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: A relevant diploma or extensive experience. Experience in managerial support functions. Working knowledge of MS Word, Excel and PowerPoint. Working knowledge on the setting up and maintenance of a record system.

KEY RESPONSIBILITIES: Manage engagements of the Project Manager; National Skills Funds to improve service delivery. Implement administrative measures to ensure the efficient functioning of the office of the Project Manager; National skills Funds. Assist with regard to meetings attended by him/her so as to enable the Project Manager; National Skills Funds to efficiently execute his/her duties/responsibilities. Ensure the safe-keeping of all documentation in the Office of the Project Manager; National Skills Funds to be in line with the Archive Legislation.

ENQUIRIES: Dr. MMA Maharaswa, Telephone number: 051 403 3428

APPLICATIONS FOR THE DEPARTMENT OF THE PREMIER: Posted to: Mr.B Modise, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or e-mail to: modiseb@premier.fs.gov.za or Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered.

The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

CHIEF DIRECTOR: CORPORATE SUPPORT SERVICES

REFERENCE NO: 05/2010

CENTRE: BLOEMFONTEIN

SALARY: Level 14- An all-inclusive package of R790 953 per annum. The remuneration package consists of basic salary, the Government's contribution to the Government Employee Pension Fund and Flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

REQUIREMENTS: A Degree in Business / Commerce/ Law, a Masters will be an added advantage, 7 – 10 years of applicable work experience in a similar environment. Experience in strategy and advise, policy development and governance.

DUTIES: Present a conceptual framework of current and future interventions necessary to support core service delivery areas, with accurate information and records of work in progress and/ or projects. Work with the Head of Department (HOD) on the strategic, vision including fostering and cultivating stakeholder relationships on local, provincial, and national levels, as well as assisting in the development and negotiation of contracts. Assess the benefits of all prospective contracts and advise the department's Executive Team on programmatic design and implementation matters. Ensure compliance to the government regulation especially on reporting, monitoring and evaluation. Manage the provision and maintenance of Strategic Corporate Support to facilitate a working arrangement. Review compliance analysis of relevant legislation and translate this into an appropriate style to communicate to the organisation effectively. Ensure implementation of a centralized administration/ support that fosters effective knowledge/ information management and business process/ systems management to maximize output and resulting in synergy with other stakeholders especially entities. Ensure leadership and realisation of organisational objectives. Investigate cost-effective employee benefit plans which the organization may offer with the goal of attracting and retaining qualified individuals, Organizational development, human capital resources and skills development. Ensure alignment of IT objectives and programs to departmental strategic objectives. Ensure consolidation of IT process across the department. Provide strategic organisational support to ensure alignment of business processes and knowledge to E government.

PROFICIENCY: Leadership skills, including ability to build and motivate a team as well as willingness to deal with conflicts up front. Political and cultural sensitivity, including ability to adapt well to local cultures. Proven ability to function well in a volatile and very restricted environment. Strong liaison, education and communication skills. Ability to resist external pressures. Innovative and creative thinking. Analytical and reporting skills. People management, leading, planning and organising. Integrity & reliability. General accepted business principles. Research and development.

ENQUIRIES: Mr. T. L. Ramaema, Tel. No: 051 400 4731

APPLICATIONS: Quoting the reference number, applications must be forwarded to the Head of the Department, Department of Economic Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to Ms. K Molusi or C. Machaea in Room 105, Agriculture Building, 98 Zastron Street, Bloemfontein.

DEPARTMENT OF TREASURY

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

SENIOR MANAGER: BUDGET MANAGEMENT

REFERENCE NO: FSPT 011/11

SALARY: Salary Level 13. An all inclusive salary package of R 685 200 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A degree/ diploma in Accounting/ Finance /Economics or equivalent qualification. Appropriate experience in budgeting environment.

DUTIES: Drive and manage the Provincial Budget Cycle and adjustment budget process. Provide strategic advice to top management, political heads and all relevant stake holders on all budget issues. Oversee the evaluation of main budget proposals in order to ensure the alignment of provincial budgets and strategic and annual performance plans to the Medium Term Strategic Framework, 12 identified outcomes, Provincial Growth and Development Strategy and sector specific priorities. Direct the determination and recommendation of annual adjustment budget allocation per department. Implement best practices on budget interrogation and appropriation and facilitate budget interactions. Manage the implementation of budget reforms within the province. Manage the resources of the Directorate, including Human Resource. Provide accurate and informative budget documents timeously. Provide guidance and support to departments with regard to compilation of the strategic and annual performance plans. Oversee the evaluation of strategic and annual performance plans. Conduct infrastructure site visits.

ENQUIRIES: Mr. MJ Phukuntsi, Telephone number: (051) 405 5071

SENIOR ECONOMETRICIAN

REFERENCE NO: FSPT 003/11

SALARY: Salary Level 11- A basic salary of R 406 839 per annum



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CENTRE: BLOEMFONTEIN

REQUIREMENTS: A post-graduate degree with Economics/Econometrics as a major subject and Research Methodology as a passed subject. Experience in quantitative research. Extensive applicable knowledge of the following software packages: Excel, E-views, Stata. Broad knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, budgeting processes and Treasury functions.

DUTIES: Determine and analyze key economic variables, their interrelation and relevance for the provincial budget. Support policy makers by producing research-based periodic publications on the provincial economy. Capacity building on econometric modeling, analysis and forecasting of trends in the Province. Develop and update appropriate econometric models. Remain abreast with all economic trends, both locally and internationally. Determine the potential constraints for growth and development and their interaction with governmental spending and revenue patterns/trends. Determine alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (Provincial economic review). Assess the impact of various fiscal policy objectives in selected economic variables. Develop institutional co-ordination and sector integration. Provide technical assistance and training on econometric modeling and forecasting. Prepare and present research findings for various stakeholders and use research findings to assist in socio-economic policy planning and development.

ENQUIRIES: Mr. Il Moses, Telephone number: (051) 405 5978

APPLICATIONS FOR THE DEPARTMENT OF PROVINCIAL TREASURY TO BE SUBMITTED TO: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. MS Ramangoela, Room 426B, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms Ramangoela in Room 431, Provincial Government Building, Bloemfontein.

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

DEPUTY DIRECTOR : ARCHIVES

REFERENCE NO: AS/DD.1

SALARY: Level 11 – An all-inclusive package of R 406 839.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE: Bloemfontein

REQUIREMENTS: Tertiary qualification (Public Administration/ Political Science/ History) and a post graduate diploma in Archives Management. Extensive work experience in archives administration and records management combined with middle management / supervision and budget management competency. Knowledge of strategic planning and project management. Valid driver's license and willingness to travel. Computer literacy. Excellent communication skills with the ability to communicate on high level with senior and executive management. Knowledge and experience in the human sciences. Knowledge and experience in electronic record management

KEY RESPONSIBILITIES: Manage the administration of archives in the Free State Archives Repository and the Bloemfontein Records Centre. Manage the rendering of a records management service to governmental bodies. Plan, organize and monitor the functions of the Sub-Directorate including the management of asset, human and financial resources of the Archive Services Sub-Directorate:

ENQUIRIES: Ms J Schimper , Telephone Number 051 407 2805

PRINCIPAL LIBRARIAN

REFERENCE NO: LS/LPD 2

CENTRE: Welkom (Lejweleputswa District)

SALARY: Level 8 – A basic salary of R 174 117.00 per annum

REQUIREMENTS: B Bibl Degree or B-Tech Library and Information Science. Intermediate working experience and or knowledge of all aspects of library and information work. Computer literacy. Valid driver's license and willingness to travel extensively. Knowledge and experience in training facilitation and presentation Working knowledge and experience in project management including library management and administrative practice

KEY RESPONSIBILITIES: Provide training and professional guidance to public library workers. Develop and maintain collections of library material for public libraries in the district. Supervise subordinates, which includes training, development and assessment of staff. Operationalize new libraries and maintain existing libraries in a functional condition. Implement special services and projects at public libraries Responsible for asset management.

ENQUIRIES: Mr A Selolo , Telephone Number Tel. No. 057 394 1957

PRINCIPAL LIBRARIAN

REFERENCE NO: LS/DEV . 3

Special Note: This post is a contractual position from the date of appointment to 31 March 2014. Contracts will be renewed annually, based on performance and availability of funds

CENTRE: Bloemfontein

SALARY: Level 8 – A basic salary of R 174 117.00 per annum

REQUIREMENTS: B Bibl Degree or B-Tech Library and Information Science Qualification. Intermediate working experience in a public or provincial library environment. Computer literacy. Knowledge and experience of project management and event management combined with report writing proficiency. Experience in community work including community consultation and outreach. Supervision proficiency/experience. Good inter personal skills. Valid Drivers license

KEY RESPONSIBILITIES: Plan and conduct operational research such as needs surveys and user satisfaction surveys. Monitor the capturing of data received from libraries , analyze data and compile the annual statistical reports. Monitor and

evaluate the implementation of projects in the Library Services Directorate. Do research on development projects and monitor the implementation of identified development projects.

ENQUIRIES: Ms A Smuts , Telephone Number 051 407 2832

LIBRARIAN

CENTRE: Post A/Edenville; Post B – Refengkgotso (Deneyville)

REFERENCE NO: Post A/ LS/EPL. 4,); Post: B LS/RPL. 5

Special Note: These two (2) posts are contractual position from the date of appointment to 31 March 2014. Contracts will be renewed annually, based on performance and availability of funds

SALARY: Salary level 7 – A Basic Salary of R 140 208.00 per annum

REQUIREMENTS: A degree in Library and Information science. Computer literacy Willingness to work shifts and on Saturdays. Good interpersonal skills with the ability to communicate on all levels. Basic experience in a public library environment with experience on junior management level

KEY RESPONSIBILITIES: Manage a medium-sized public library which includes the planning and coordination of activities within the library as well as staff Supervision. Render a public library service to the community. Draft and manage a budget for the library and perform administrative duties attached to the post

ENQUIRIES: Ms A Bezuidenhout, Telephone Number - 056 212 3591

LIBRARIAN (TRAINING)

CENTRE: Bloemfontein

REFERENCE NO: LS/LTR. 6

Special note: This post is a contractual position from the date of appointment to 31 March 2014. Contracts will be renewed annually, based on performance and availability of funds

SALARY: level 7 – A Basic Salary of R 140 208.00 per annum

REQUIREMENTS: A tertiary qualification in library and information science. Computer literacy. A valid driver's licence. Additional qualification and or working experience as trainer. Basic experience of public/provincial library work environment Good interpersonal skills with Language proficiency in Sesotho and English.

KEY RESPONSIBILITIES: Develop and present basic training programmes to public library workers. Partake in training needs analysis of library workers and staff of the Directorate to ensure needs-based training programmes. Compile monthly statistical training reports for the Skills Development Facilitator. Maintain and update training records of staff of the Directorate. Partake in the planning and co-ordination of training sessions for library workers. Assist with the maintenance of the Public Library Handbook to ensure that library functions are carried out according to uniform standards and guidelines

ENQUIRIES: Ms A Smuts , Telephone Number 051 407 2832

LIBRARIAN (2 X POSTS)

CENTRE: Post A : Bloemfontein

REFERENCE NO: LS/MD.7

Post B : Bethlehem

REFERENCE NO: LS/TMD. 8

SALARY: level 7 – A Basic Salary of R 140 208.00 per annum

REQUIREMENTS: B-Degree in Library Science or B-Tech in Library and Information Science or Equivalent qualification> Computer Literacy. Valid Driver's license and willingness to travel regularly. Basic working experience in a provincial/public library environment with proven knowledge of library management and administration practices. Good interpersonal skills with ability to communicate at all levels

KEY RESPONSIBILITIES: Assists with in-service training library workers at affiliated libraries to ensure effective functioning of these libraries. Develop and maintain library material collections for affiliated libraries to ensure that they have significant collection library materials. Operationalize new libraries and maintain existing ones to ensure that communities have functional libraries. Assist public libraries with the presentation of special events and holiday programmes. Manage and maintain the book store at the District Office including duties related to asset management

ENQUIRIES: Post A: Ms E Kruger , Telephone Number - 051 407 2802

Post B: Ms R Masondo, Telephone Number -058 - 3035111

DRIVER/ADMINISTRATION CLERK

REFERENCE NO: LS/DAC.9

CENTRE: Bloemfontein

SALARY: Salary level 4 – A Basic Salary of R 79 104.00 per annum

REQUIREMENTS: Senior Certificate or equivalent qualification> Valid Drivers licence and PDP. Computer literacy. Ability to apply basic numerical skills and to give attention to detail / accuracy. Ability to work as part of a team and independently with good planning and organising skills. Good communication and interpersonal skills

KEY RESPONSIBILITIES: Serve as Driver accepting responsibility for the transportation of various library materials and . Responsible for the issuing of materials to libraries. Conduct various tasks within the library environment eg interfiling of library material, computerising of old library materials , stocktaking in libraries, opening/closing of libraries and unpacking of consignments

ENQUIRIES: Ms E Kruger Telephone Number Tel. No. 051 407 2802

APPLICATION FOR THE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION TO BE SUBMITTED TO: Attention Ms I Ntulini. Department of Sport, Arts Culture and Recreation, Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street , Bloemfontein

DEPARTMENT OF HEALTH

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully

informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

Posts 1-20 are all-inclusive packages. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. (The salaries for Medical Officers /Specialists, Nursing Officials, Pharmacist and Emergency Medical Officials will be determined by the qualifications and experience according to Occupational Specific Dispensation (OSD) for the relevant ranks.

HEAD: CLINICAL DEPARTMENT (FAMILY MEDICINE)

REFERENCE NO: H/H/29

SALARY: R1199232.00 per annum

CENTRE: DEPARTMENT OF FAMILY MEDICINE, UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as a (Physician) Medical Specialist in a normal Specialty or in a Sub-Specialty plus an M.Fam.Med (or equivalent) qualification. A minimum of 3 years appropriate experience as Medical Specialist after registration with HPCSA as medical Specialist in a normal or in a recognized Sub-Specialty. Extensive, appropriate experience with focus on management experience. Proven student and research status and experience at tertiary level. Eligible to be registered as a specialist in and professor at the University of the Free State. Proven general leadership ability. Good human relations to ensure harmony amongst people. Good interpersonal communication skills and the ability to function comfortable within the University parallel environment.

RECOMMENDATIONS: A holistic approach to health in a changing environment is essential required to interact and cooperate at an executive level between Facility and the Health Authorities. A Doctored degree (or equivalent). Experience in managing a large Department.

DUTIES: As Head of the Department the incumbent will be expected to: Promote the discipline in all its aspects relating to the teaching of under- and postgraduate students and also other programs. To participate in research activities and lead a team of researchers. Responsibility for the management and development of the discipline. Providing leadership to the Department. Global interaction on Family Medicine level in the Province. Promote provision of optimum comprehensive care to patients. Participate as senior member in the final year examinations and being the coordinator of the final examination for the final year medical students. Coordination at the Department of Family Medicine to play a strategic role in the Faculty of Health Sciences as well as the Free State Department of Health. Participate and take responsibility as module leader within the under graduate program. Adhere to all the set requirements to be appointed as full professor/minimal associate Professor in the Department on academic level.

ENQUIRIES: Prof. G.J. Van Zyl. Telephone number: (051) 405 305
Dr N.R.J. Van Zyl. Telephone number: (051) 405 2866

APPLICATION TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Chief Executive Officer: Universitas Academic Hospital, (For attention: Me C Cloete), Private Bag X20660, Bloemfontein 9300.

DEPUTY MANAGER: NURSING (PN-A8)

REFERENCE NO: H/M/5

SALARY: A basic salary of R468 069.00 per annum.

CENTRE: DIHLABENG REGIONAL HOSPITAL, BETHLEHEM

REQUIREMENTS: Registration with the South African Nursing Council (SANC) in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Proof of current registration with the SANC. A minimum of 9 years appropriate recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate recognizable experience at management level. Knowledge and application of relevant legislations and policies.

RECOMMENDATIONS: A post-basic qualification in Nursing Administration. Qualification in Health or other sphere of management.

DUTIES: To guide, lead, give professional and technical support to Nursing and Housekeeping Sections for the realization of strategic goals, objectives of Dhlabeng Regional Hospital and quality patient care by ensuring provision of nursing ethos and professionalism. Develop, monitor and implement policies, programmes, regulation, practices, procedures and standards for Nursing at Dhlabeng Regional Hospital. Maintain team work within and with other professionals. Manage and monitor proper utilization of human, financial and physical resources. Ensure effective participation of nurses in quality assurance and clinical governance programmes.

ENQUIRIES: Mr B.J. Oliphant, Telephone number: (058) 3035331

APPLICATION TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Chief Executive Officer: Dhlabeng Regional Hospital, (For attention: Mr/Ms T. Harris), Private Bag X3, Bethlehem 9700.

REGISTRARS: 42 POSTS

CENTRE: UNIVERSITAS ACADEMIC HOSPITAL: BLOEMFONTEIN

SALARY: R455 634.00 per annum.

APPLICATIONS FOR REGISTRARS IN THE DEPARTMENT OF HEALTH TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Chief Executive Officer: Universitas Academic Hospital, (For attention: Me C. Cloete), Private Bag X20660, Bloemfontein 9300.

REGISTRAR: INTERNAL MEDICINE (8 POSTS)

REFERENCE NO: H/R/2

REQUIREMENTS: Registered with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice). An MBChB or equivalent Degree.

DUTIES: Rendering an outpatient as well as an inpatient Internal Medicine Service as required to become a specialist physician. Willing to spend one year of the 4-year training period at Bongani Hospital, Welkom. The successful applicant will be provided with transport to attend weekly training sessions at the Department of Internal Medicine at Universitas Academic Hospital.

ENQUIRIES: Prof. W.F. Mollentze, Telephone number: (051) 4053126

POST 4 REGISTRAR: ORTHOPAEDIC SURGERY (2 POSTS)

REFERENCE NO: H/R/3

REQUIREMENTS: Registration as independent practitioner with the Health Professions Council of South Africa (HPCSA). Completed ATLS course. At least 1 year surgical or orthopaedic experience following completion of Community Service. F.C.SA primary examination or equivalent.



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DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Prof. Shipley, Telephone number: (051) 4052242

POST 5: REGISTRAR: PAEDIATRIC SURGERY

REFERENCE NO: H/R/4

REQUIREMENTS: MBChB Degree or equivalent qualification. Must have completed 2 Intern years, as well as 1 year of community service. Registered with the Health Professions Council of South Africa (HPCSA) as an independent General Medical Practitioner.

RECOMMENDATIONS: It is strongly recommended that the candidate already passed the Part I surgical examination. Must have completed both ATLS as well as PALS course.

DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Dr S.M. Le Grange, Telephone number: (051) 4053452

POST 6: REGISTRAR: PAEDIATRICS (2 POSTS)

REFERENCE NO: H/R/5

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.

RECOMMENDATIONS: APLS or equivalent qualification. Experience in Paediatrics.

DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Prof. A. Venter, Telephone number: (051) 4053181

POST 7: REGISTRAR: CARDIOTHORACIC SURGERY (2 POSTS)

REFERENCE NO: H/R/6

REQUIREMENTS: MBChB. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. College primary or intermediary exam, or equivalent qualification will be a strong recommendation.

DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Prof. F.E. Smit, Telephone number: (051) 4053861

POST 8: REGISTRAR: OBSTETRICS & GYNAECOLOGY (2 POSTS)

REFERENCE NO: H/R/7

REQUIREMENTS: Registration as Independent Practitioner with the Health Professions Council of South Africa (HPCSA). Intern and community service years completed.

RECOMMENDATIONS: Post-graduate qualifications, particularly the part I of the FCOG(SA) examination. Other include the Diploma in Obstetrics (COG) and the examinations in emergency medicine.

DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Prof. H.S. Cronje, Telephone number: (051) 4053444

POST 9: REGISTRAR: GENERAL SURGERY (2 POSTS)

REFERENCE NO: H/R/8

REQUIREMENTS: MBChB Degree. Registered at the Health Professions Council of South Africa (HPCSA) as Independent Practitioner. Complete Primary examination.

DUTIES: To be trained as a post-graduate student in general surgery for 5 years. To deliver service to surgical patients at the Academic Hospital Complex in Bloemfontein and affiliated satellites (Kimberley and Welkom). To do calls after hours. To keep extensive patient records. Administrative tasks.

ENQUIRIES: Prof. R.S. Du Toit, Telephone number: (051) 4053399

POST 10: REGISTRAR: ANAESTHESIOLOGY (10 POSTS)

REFERENCE NO: H/R/9

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Independent Medical Practitioner. MBChB Degree (or equivalent) as well as a DA(SA).

RECOMMENDATIONS: ACLS, ATLS, APLS. Relevant experience or relevant study completed.

DUTIES: Administration of anaesthesia (including pre-operative evaluation and preparation, intra-operative and post-operative care, acute and chronic pain relief, critical care). Study of anaesthesiology. Relevant research. Limited teaching to junior ranks.

ENQUIRIES: Prof. B.J.S. Diedericks, Telephone number: (051) 4053307

POST 11: REGISTRAR: DIAGNOSTIC RADIOLOGY (6 POSTS)

REFERENCE NO: H/R/10

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Independent Medical Practitioner. South African citizen. Successful completion of Primary Examination at College of Radiology or M.Med Radiology.

DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Prof. C.S. De Vries, Telephone number: (051) 4053471

POST 12: REGISTRAR: ONCOTHERAPY

REFERENCE NO: H/R/11

REQUIREMENTS: MBChB. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.

DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Dr A. Bester, Telephone number: (051) 4052646

POST 13: REGISTRAR: OPHTHALMOLOGY

REFERENCE NO: H/R/12

REQUIREMENTS: MBChB. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Diploma and/or PART I Primary Examination of College of Ophthalmologists.

RECOMMENDATIONS: Experience in Ophthalmology.

DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Prof. A.A. Stulting, Telephone number: (051) 4052151

POST 14: REGISTRAR: FAMILY MEDICINE (2 POSTS)

REFERENCE NO: H/R/13

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Eligible to work in South Africa. Valid driver's license. Must do overtime. Eligible to register as a post-graduate student at the University of the Free State (UFS) and fulfill the requirements of the academic program.

DUTIES: Render clinical services at Primary Health Care clinics, Community Health Centres, district hospital and regional hospital, Casualty Department. Perform services and rotation in Surgery, Obstetrics, Paediatrics and Anaesthetics at district- and regional hospital.

ENQUIRIES: Prof. W.J. Steinberg, Telephone number: (051) 4013310

POST 15: REGISTRAR: PSYCHIATRY (2 POSTS)

REFERENCE NO: H/R/14

REQUIREMENTS: Registration as an independent medical practitioner with the Health Professions Council of South Africa (HPCSA).

RECOMMENDATIONS: Experience in the field of Psychiatry.

DUTIES: Rendering of clinical services according to the Department of Psychiatry service delivery plan. The successful candidate will have to register for the M.MED Degree in Psychiatry with the University of the Free State.

ENQUIRIES: Prof. P.J. Pretorius, Telephone number: (051) 4079294

APPLICATION TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Chief Executive Officer: Universitas Academic Hospital, (For attention: Me C. Cloete), Private Bag X20660, Bloemfontein 9300.

POST 16: REGISTRAR: MAXILIO FACIAL

REFERENCE NO: H/R/15

REQUIREMENTS: MBChB. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.

DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health facilities in Kimberley and Welkom.

ENQUIRIES: Dr N.R.J. Van Zyl, Telephone number: (051) 4052866

POST 17: MEDICAL OFFICER

REFERENCE NO: H/M/6

SALARY: Medical Officer Grade I: A basic salary of R455 634.00 per annum
Medical Officer Grade 2: A basic salary of R520 971.00 per annum.
Medical Officer Grade 3: A basic salary of R604 605.00 per annum

CENTRE: PHUMELELA HOSPITAL, VREDE

REQUIREMENTS: Registration with the HPCSA as Medical Practitioner. Medical Officer Grade I: Experience. None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner. Medical Officer Grade 3: Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner.

RECOMMENDATIONS: Knowledge of basic surgery and administration of anesthesia. Knowledge of Primary Health Care (PHC) services. Willing to do overtime. Driver's license.

DUTIES: Rendering of clinical services to all health facilities in the catchment area. To refer and receive patients according to the Free State Referral System. To promote, support and participate in relevant programs for quality improvement of hospital services in general. To plan, manage and co-ordinate patient care services between the hospital and the clinics. Supervise junior medical officers.

ENQUIRIES: Dr Z Bolligello, Telephone number: (058) 6221111/2/3/4

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Chief Executive Officer: Phumelela District Hospital, (For attention: Me A M Kirchner), Private Bag x6, VREDE, 9835

MANAGER: STRATEGIC PLANNING SUB-DIRECTORATE

REFERENCE NO: H/M/2

SALARY: R406 839.00 per annum (all-inclusive package.)

CENTRE: STRATEGIC PLANNING, KNOWLEDGE MANAGEMENT, PERFORMANCE OVERSIGHT, M&E DIRECTORATE- CORPORATE OFFICE: BLOEMFONTEIN

REQUIREMENTS: Appropriate Bachelor's Degree qualification plus a minimum of NQF Level 4 in any of these courses: Strategic Planning, Integrated Planning & Development, Information Management & Reporting, Monitoring & Evaluation or Knowledge Management. Proven practical experience in: Strategic planning (i.e. at least 3 years), knowledge of Information Management Systems and reporting, and staff supervision. Computer literacy in: MX – XP, Excel, PowerPoint, etc. Recognized training courses in at least three (3) of the following areas: Project Management, Financial Management, Presentation & Communication Skills, Interpersonal Skills, Effective Training and Facilitation Skills, or Analytical and Thinking Skills.

RECOMMENDATIONS: Appropriate Degree/PG in Health Planning or Health Information Management, plus recognized qualification in Monitoring & Evaluation or Knowledge Management.

DUTIES: Provide strategic management, leadership and creation of social compact for better health outcomes. Effective and efficient management of all the resources for the Strategic Planning, Knowledge Management & Policy Co-ordination Sub-directorate (i.e. Financial resources, Human Resources, material resources, etc.). Develop, review and implement the Free State Department of Health (FSDOH) Strategic Direction documents like: 10 Years Service Transformation Plan (S.T.P.), 5 Years Strategic Plans, Outcome Based Plans, Annual Performance Plans (APPs), District Health Plans, Institutional & Directorates' Annual Operational Plans, Strategic Planning Policies and Strategies, etc. Compile and submit the following Monthly/Quarterly Performance Reports to M&E Directorate timely for verification and M&E requirements: Monthly reports for MEC Injunctions and for the Premier's/ SOPA Injunctions, Quarterly Performance Report (QPR) for Provincial Treasury, A.P.P. Monthly/Quarterly QPR for EXCO and Top Management, etc. Ensure that all role players responsible for addressing the Auditor-General – Audit Queries (i.e. on the Annual Performance Plan and the Management of Information Queries) adhere to the set deadlines. Compile the FSDOH - Annual Reports before the 30th May of each year. Provide administrative, logistical support and coordination for the FSDOH – Policy Formulation and Policy Reviews to the stakeholders and role players. Conduct the Strategic Planning and Reporting Workshops, Institutional & Directorate's Operational Planning Training Sessions and thereafter submit the appropriate reports. Develop, implement and review an appropriate plan for the Knowledge Management Unit. Relieves the Director: Strategic Planning, Performance Oversight, M&E Directorate. Perform any other duties that may be assigned from time to time.

ENQUIRIES: Me K Mzozoyana (Chief Financial Officer), Telephone number: (051) 405 1115/ 1109

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Chief Financial Officer: (For attention: Me S M Sono), P.O. Box 227, Bloemfontein 9300 or Bophelo House, 4th Floor, C-East, Cnr of Maitland & Harvey Road, Bloemfontein, 9301

MANAGERIAL ACCOUNTANT: DISTRICT HEALTH SERVICES

REFERENCE NO: H/M/7

SALARY: R406 839.00 per annum (all-inclusive package.)

CENTRE: OFFICE OF THE GENERAL MANAGER: DISTRICT HEALTH SERVICES: CORPORATE OFFICE: BLOEMFONTEIN

REQUIREMENTS: B.Compt. B.Com Accounting Degree. Completed Articles with a recognized institution by SAICA. Two years post article experience. Knowledge of relevant acts, regulations, policies and procedures of the public sector.

RECOMMENDATIONS: Financial management within the health sector. Working knowledge of Government financial systems (BAS, PERSAL, PFMA, Treasury Regulations and Supply Chain Management). Experience in Budgeting and expenditure.

DUTIES: Provide financial management support to all the five districts in the province. Compilation of MTEF budget for the District Health Services Chief Directorate. Management and monitoring of the Chief Directorate's budget. Acting as a link between the hospitals and the Corporate Office for all supply chain management and financial accounting matters. Provide training to personnel at institutional level. Management of revenue of the Chief Directorate. Advise the General Manager for decision making. Support the districts' managerial accountants. Perform any other duties as assigned by the General Manager: District Health Services and the Executive Manager: Clinical Health Services. Coordinate the audit and ensure implementation of action plans. Support the Financial Management Chief Directorate in compiling the financial statements.

ENQUIRIES: Mr M.C. Skenjana, Telephone number: (051) 4081357 / 1846

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Managerial Accountant: (For attention: Mr M.C. Skenjana), P.O. Box 227, Bloemfontein 9300 or Bophelo House, 3rd Floor, C-West Cnr of Maitland & Harvey Road, Bloemfontein, 9301

DEPUTY PRINCIPAL: EMS TRAINING COLLEGE

REFERENCE NO: H/D/7

SALARY: Deputy Principal Gr II: R294 654.00 per annum (Plus benefits).
Deputy Principal Gr III: R467 471.00 per annum (Plus benefits).

CENTRE: FREE STATE COLLEGE OF EMERGENCY CARE: HUMAN RESOURCE DEVELOPMENT DIRECTORATE

REQUIREMENTS: Deputy Principal Gr II: Registration as a Paramedic. Deputy Principal Gr III: Registered as ECP. Minimum three years after registration with the HPCSA as a Paramedic/ECP. Minimum of two years experience at a training College. National Diploma or B.Tech or equivalent relevant qualification in Emergency Medical Care/Ambulance Emergency Technology. Current registration as a Paramedic or Emergency Care Practitioner (ECP) at the Health Professions Council of South Africa (HPCSA) is essential. Formal Assessor and Moderator qualification. Valid driver's license with Professional Driver's Permit. Sound knowledge of computer literacy: MS Word, PowerPoint and Excel. Good interpersonal and management skills. Sound knowledge of Financial Management Legislation and Labour Relations Act.

RECOMMENDATIONS: Understand and work with the emergency rescue education, training and development environment. Understand the legislation regulation and policy framework governing Emergency Medical Service and rescue education and training. Understanding of quality assurance measures in the training environment.

DUTIES: Coordinate the provision of education and training of EMS learners: Oversee the coordination of theory and practical's for learner training. Develop and monitor the implementation of academic programs. Moderate tests and examination questions and marking guides. Develop, review and evaluate curricula. Review training documents and guidance. Moderate marking of tests and examination. Encourage research and participate in research. Submit reports (monthly, quarterly and annual). Manage clinical learning exposure to learners between college and clinical areas: Develop and monitor the implementation of clinical visit program. Ensure the accompaniment of students in a clinical area when needed. Monitor students' movement within the hospital/community setting. Manage the assessment of learners according to unit/wards. Consolidate and submit reports on students' progress to the College Manager. Develop and ensure implementation of quality assurance programmes: Develop policies, standard operational procedures, norms and standards and ensure the implementation thereof. Develop rules, regulations, prospectus and yearly program. Ensure the implementation of new protocols and training mandates. Develop a monitoring and evaluation tool for the programs. Monitor and evaluate the implementation of all training programs. Monitor and report on deviations from the established programs. Collaborate with other stakeholders and build a sound relationship within the department: Support the mission and promote the image of the college. Serve as a SENATE member for the review of the curriculum. Participate in the development and implementation of policies and guidelines. Participate in career guidance exhibitions (marketing the college to the community). Attend various meetings. Supervise staff: Monitor employees' performance in terms of the performance management system. Control attendance register and leave. Delegate activities to employees. Maintain sound labour relations through proper discipline. Recommend training and development of staff in terms of identified gaps. Oversee the



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supervision of learners: Monitor class and clinical attendance. Monitor the evaluation of academic performance. Supervise research projects. Counsel learners when need arise. Maintain accountability and responsibility of team leader to a group of learners. Oversee the coordination of learner accommodation and resources.

ENQUIRIES: Mr K.D. Rowe-Rowe, Telephone number: (051) 4052773
APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Senior Manager: Human Resource Development, (For attention: Me Grieta Hurter), P.O. Box 227, Bloemfontein 9300 or Bophelo House, 2nd Floor, A East, Cnr of Maitland & Harvey Road, Bloemfontein, 9301

ASSISTANT MANAGER: NURSING (PN-A7)

REFERENCE NO: H/A/15

SALARY: R309 327.00 per annum.

CENTRE: HEALTH PROGRAMS DIRECTORATE: CORPORATE OFFICE: BLOEMFONTEIN

REQUIREMENTS: Registration with the South African Nursing Council (SANC) as Professional Nurse). A minimum of 8 years appropriate recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. Knowledge: Current health and public service legislation, regulations and policies, Financial Management, Chronic Diseases management and Palliative Care. Skills: Good communication skills, Co-ordination skills, Problem solving skills, Management skills. Ability to work under pressure. Values/Attitudes, Professionalism, Flexibility. Valid driver's license.

RECOMMENDATIONS: Good interpersonal relations, enthusiasm, perseverance, optimism. Willing to work overtime.

DUTIES: Develop and review policies, protocols and guidelines on palliative care and support and the implementation thereof. Develop and review policies on management and administration of Long Term Domiciliary Oxygen Therapy (LTDOT). Facilitate training and support the districts in order to improve the implementation of the program. Ensure effective management of the budget. Facilitate and support the establishment of specialized units. Co-ordinate, monitor and evaluate the palliative care program including the Long Term Domiciliary Oxygen Therapy (LTDOT).

ENQUIRIES: Me L.L. Nontshongwana, Telephone number: (051) 408 1425

APPLICATIONS TO BE SUBMITTED TO: Applications quoting the reference number, must be forwarded to the: Manager: Medical Services, Health Programs Directorate, PO Box 227, Bloemfontein, 9300 or Bophelo House, 3rd Floor, B East, Cnr of Maitland & Harvey Road, Bloemfontein, 9301

EMS SUB-DISTRICT MANAGER GRADE II - III

REFERENCE NO: H/S/8

SALARY: R250 137.00 per annum (EMS Sub District Manager: Gr II)
R277 617.00 per annum (EMS Sub District Manager: Gr III)

CENTRE: THABO MOFUTSANYANA HEALTH DISTRICT: WITSIESHOEK

REQUIREMENTS: EMS Sub District Manager: Gr II: Registration with HPCSA as ECT plus 3 years relevant experience after registration as ECT. EMS Sub District Manager: Gr III: Registration with HPCSA as Paramedic plus 3 years relevant experience after registration as Paramedic. Current registration with the Health Professions Council of South Africa (HPCSA) as an Emergency Care Practitioner/Advanced/ECT. Grade 12 Certificate. Valid Code 10 driver's license. Valid Public Driving Permit. Knowledge of Advanced Life Support Protocols/ECT. 3 Years experience after ECT/ALS qualifications.

RECOMMENDATIONS: Previous supervisory experience as a Station Manager. Experience in Finance and Supply Chain Management.

DUTIES: Operational Management of all EMS services in the sub-districts of Maluti-A-Phofung and Phumelela Local Areas in the Thabo Mofutsanyana District. Management of personnel. Asset management and procurement of stock according to the Supply Chain Management policies. Rendering of Advanced Life Support/ECT. Compilation of reports. Attend to audit reports. Attend district management meetings. Implementation of EMS Plan. Management of fleet. Investigations of complaints. Any other duties assigned by the Assistant Manager.

ENQUIRIES: Mr S.J. Maya, Telephone number: (058) 7132572

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The District Manager: EMS, (For attention: Mr S J Maya), Private Bag x 824, Witsieshoek, 9870

ASSISTANT MANAGER: QWAQWA LAUNDRY

REFERENCE NO: H/M/10

SALARY: R206 982 per annum.

CENTRE: QWAQWA LAUNDRY: WITSIESHOEK

REQUIREMENTS: Appropriate Bachelor's degree or equivalent. Experience/ Knowledge of how the laundry functions. (Should at least have proof to have worked at the laundry for 2 or more years). Computer literate. Valid driver's license.

DUTIES: Management of the resources for the relevant institution which include: Management of the budget of the relevant institution to ensure cost effective expenditure and financial control. Coordinate the line and staff functions of the institution to ensure optimum utilization of resources. To ensure coherent functioning of the co-managers and support functions to prevent duplication to effectively cut operating costs which directly affect unit cost to the users. To liaise with clients and users in the relevant delivery area, to determine required levels of service to ensure continued satisfaction and correct consumption, which directly reflects on costs to the user. Implementation of the Business Plan of the laundry.

ENQUIRIES: Mr T.D. Masoeu: Acting Manager: Linen Management, Telephone number: (051) 4002007.

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Acting Manager: Linen Management, (For attention: Mr T.D. Masoeu), Private Bag x 20643, Bloemfontein 9300.

ASSISTANT MANAGER: HUMAN RESOURCE ADVISORY SERVICES

REFERENCE NO: H/A/ 11

SALARY: R206 982.00 per annum.

CENTRE: CORPORATE OFFICE: HUMAN RESOURCE MANAGEMENT

REQUIREMENTS: A minimum of 5 years appropriate experience in a Human Resource Management field. Certificate, Diploma or Bachelor's Degree requiring a minimum period of study of three years.

RECOMMENDATIONS: Understanding of HRM prescripts and practices as well as understanding policy research, analysis and development processes. Valid driver's

license

DUTIES: Co-ordinate the development and presentation and co-ordination of information sessions on human resource issues in the department in order to contribute to an effective and well-informed workforce. Render a human resource advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Development of norms and standards to facilitate implementation of Human Resource Policies, Strategies Procedures and Practises. Management and supervision of staff and budget in Advisory Division. Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Facilitate implementation of Human Resource Policies, Strategies, procedures and Practises. Investigation of human resource related problems and advice management thereon. Monitor and evaluate and report on Human Resource Management Policies, procedures and practises. Provide Human Resource Information and Knowledge Management Services to the Department, for example: Ensure effective functioning databases. Draw relevant reports in relation to implementation of Human Resource Management Policies, procedures and practises. Manages and assures the quality of human resource information and the promotion of information distribution process.

ENQUIRIES: Me C M J Blom, Telephone number: (051) 4051161/2

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Senior Manager, Human Resource Management, (For attention: Me C M J Blom), P O Box 227, Bloemfontein 9300 or Bophelo House, 2nd Floor, A West, Cnr of Maitland & Harvey Road.

ASSISTANT MANAGER: ADMINISTRATION

REFERENCE NO: H/A/12

SALARY: R206 982.00 per annum.

CENTRE: PHUTHULOHA HOSPITAL COMPLEX

REQUIREMENTS: An appropriate recognized Bachelor's Degree (or equivalent qualification), requiring a minimum period of study of 3 years. Extensive appropriate experience in Human Resource, Policy development, analysis and research. Knowledge of the Government Transversal System (BAS, PERSAL and LOGIS). A valid driver's license. Well conversant with Public Finance, Management Act, Treasury Regulations and the Public Service Regulations. Developed computer literacy with a strong emphasis on MS Excel. Sound analytical skills with good communication skills, both written and verbal. Knowledge of cost center accounting. Evaluation of personnel (PDMS).

DUTIES: Manage Personnel, Provisioning and Finance processes in the complex. Support Admin component on quality improvement issues. To co-ordinate Admin functioning, e.g. to provide graphic expenditure per month per hospital before the regional FCC. To co-ordinate continuous stock-taking processes in the Complex/ Asset Management. To improve revenue collection at Itemoheng/Phuthuloha/John Daniel Newberry District Hospital. Staff development and implication of budget control measures.

ENQUIRIES: Me C.H. Du Toit, Telephone number: (051) 9332284 x 102

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Chief Executive Officer: Phuthuloha District Hospital, (For attention: Me M.N. Kumalo), Private Bag X05, Ficksburg 9730.

ASSISTANT MANAGER (2 POST)

REFERENCE NO: H/A/13

SALARY: R206 982.00 per annum.

CENTRE: CORPORATE OFFICE: ASSET MANAGEMENT

REQUIREMENTS: B Com Degree/National Diploma in Commerce or related courses. 5 Years experience in Management of movable Fixed Assets in Public Sector. Extensive knowledge in Treasury Regulations, PFMA and National Assets Management Framework. Extensive knowledge of BAS and LOGIS/ related to Asset Management and Procurement system. Knowledge of GRAP an SCOA charts. Ability to compile Financial Statements. Valid drivers license (essential). Ability to work under pressure.

RECOMMENDATIONS: Knowledge and experience of Procurement and payment systems will be added as an advantage.

DUTIES: Implementation and monitoring of Asset Management Policies. Recommendation of best option on acquisition and disposal plan. Ensure that the Department has an accurate updated Asset Register including management of all donations. Ensure the accurate information on reconciliation between asset register and general ledger. Ensure that the Department conducts asset verification and Disposal of assets on annual basis. Management of inventory, stock taking and disposal including medicine and medical consumable stock. Management of cell phones and 3G cards. Managing the budget of the sub-directorate. Management of information in the office and responding to Audit queries in the absence of the Manager.

ENQUIRIES: Me R F Mabunda, Telephone number: (051) 408 1894/1347

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Senior Manager: Asset Management (For attention: Me M H Litheko) P.O. Box 227, Bloemfontein 9300 or Bophelo House, 4th Floor, C/B-East, Cnr of Maitland & Harvey Road, Bloemfontein, 9301.

ASSISTANT MANAGER

REFERENCE NO: H/A/14

SALARY: R206 982.00 per annum.

CENTRE: CORPORATE OFFICE: FLEET MANAGEMENT

REQUIREMENTS: A Degree/National Diploma (preferable in Commerce subjects) 6 Years experience in supervisory position in Transport & Fleet Management in Public Sector. Understanding of National Transport policy, PFMA, Treasury regulations and Asset Management Frame work. Understanding of BAS system, payments and reconciliation of accounts. Knowledge of GRAP an SCOA charts. Valid code B drivers license (essential). Ability to work under pressure. Computer literate.

RECOMMENDATIONS: N4 Mechanical certificate (petrol and diesel mechanic) with completed apprenticeship or hold proof of passing an official trade test under the provisions of section 13(2)(h) of the Manpower Act 1981 or equivalent qualification.

DUTIES: Assist development, inform, guide and advice Department/personnel on implementation of Transport practices and policies. Ensure accurate registers of Departmental and leased fleet. Co-ordinate the leasing agreement between Fleet Management Entity (Government Garage) and the Department. Ensure that First Auto and FME accounts are reconciled and settled within 30 days. Ensure that all Departmental vehicles are registered with relevant Authorities, licensed on an annual basis, maintained, repaired and disposed of in due time. Maintain Departmental Transport database. Handle sub-directorates' budget. Handle other

related responsibilities within the division. Prepare and consolidate reports on supply chain management issues.

ENQUIRIES: Me R F Mabunda, Telephone number: (051) 408 1894

APPLICATION TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Senior Manager: Asset Management (For attention: (Me R F Mabunda) P.O. Box 227, Bloemfontein 9300 or Bophelo House, 4th Floor, C/B-East, Cnr of Maitland & Harvey Road, Bloemfontein, 9301

ASSISTANT MANAGER

REFERENCE NO: H/A/16

SALARY: R206 982.00 per annum.

CENTRE: CORPORATE OFFICE: ORGANIZATIONAL DEVELOPMENT SUB-DIRECTORATE

REQUIREMENTS: A Degree/National Diploma in Organizational Development field or Certificate in Management Services (Work-study Course)

RECOMMENDATIONS: 5 Years experience in Organizational Development. Good verbal and written communication skills. Project management. Time management and ability to keep time lines.

DUTIES: Render advice to the Executive Authority, Head Health, Senior Managers and other officials in the Department of Health on matters related to the organizational structure and post establishment, including job descriptions, so as to improve organizational development in the Department. Promote the principal of equal work for equal pay in the Department by ensuring the successful implementation of the approved job evaluation strategy in the Department. This includes to serve as Chairperson of the Departmental Quality Assurance Committee, to represent the Department of Health at the JE Quality Assurance Committee (as member) as well as the provincial JE Panel (as Secundi Member) so as to ensure that the quality of job analysis done in the Department and the FSPG meets with the set standards prior to such cases being submitted to the Provincial Job Evaluation Panel for consideration. Assist with the development of and facilitate the successful implementation of departmental policies and/or strategies on matters related to organizational development (including job descriptions) within the national and provincial framework and render advice thereon. Manage, plan and co-ordinate human resources.

ENQUIRIES: Me Kanna Albertse, Telephone number: (051) 408 1690

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Manager: Organizational Development (For attention: Me Kanna Albertse, P.O. Box 227, Bloemfontein 9300 OR Bophelo House, 5th Floor, Cnr of Maitland & Harvey Road, Bloemfontein, 9300

STATE ACCOUNTANT SPECIALIST

REFERENCE NO: H/S/14

SALARY: R206 982.00 per annum.

CENTRE: CORPORATE OFFICE: PERSAL ASSETS & LIABILITIES: FINANCIAL MANAGEMENT

REQUIREMENTS: B Degree in Accounting or equivalent qualification. 6 Years appropriate recognizable experience in clearing of Asset & Liability accounts. BAS and Persal Training. (Knowledge in applying BAS/Persal)

RECOMMENDATIONS: Be conversant with the Public Finance Management Act and Treasury Regulations. Good communication and Leadership skills. Computer literacy.

DUTIES: Exercising effective control over Persal Asset and Liability accounts. Monitoring and control of Claim Payables and Claim Receivables. Compilation and submission of compliance Certificate and Monitoring Report. Managing and safekeeping of all financial documents processed on BAS in compliance with Document Control Report and relevant archive prescripts. Monitoring of rejections on both BAS and Persal systems. Management of both Human and Financial Resources of the division. Processing audit queries and implementation of audit outcomes.

ENQUIRIES: Mr M A Senzile, Telephone number: (051) 408 1637

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The Manager: Financial Assets and Liabilities (For attention: Mr M A Senzile, P.O. Box 227, Bloemfontein 9300 or Bophelo House, 2nd Floor, C-West, Cnr of Maitland & Harvey Road, Bloemfontein, 9300

EMERGENCY MEDICAL SERVICES (EMS) SHIFT LEADER GR III (56 POSTS)

REFERENCE NO: H/S/6: MOTHEO DISTRICT, H/S/9: XHARIEP DISTRICT
H/S/10: THABO MOFUTSANYANA DISTRICT, H/S/11: LEJWELEPUTSWA DISTRICT, H/S/12: FEZILE DABI DISTRICT

SALARY: EMS Shift Leader Grade 3: A basic salary of R144 831.00 per annum. (Salaries will be determined according to Occupational Specific Dispensation (OSD) for Emergency Medical Officials.

CENTRE: EMERGENCY MEDICAL SERVICES: THABA NCHU (Motho District) (4 Posts). EMERGENCY MEDICAL SERVICES: BOTSHABELLO (Motho District) (4 Posts). EMERGENCY MEDICAL SERVICES: LADYBRAND (Motho District) (4 Posts) EMERGENCY MEDICAL SERVICES: COMMUNICATION CENTRE (Motho District) (4 Posts). EMERGENCY MEDICAL SERVICES: KOFFIEFONTEIN (Xhariep District) (4 Posts). EMERGENCY MEDICAL SERVICES: SMITHFIELD (Xhariep District) (4 Posts) EMERGENCY MEDICAL SERVICES: SENEKAL (Thabo Mofutsanyana District) (4 Posts). EMERGENCY MEDICAL SERVICES: VREDE (Thabo Mofutsanyana District) (4 Posts). EMERGENCY MEDICAL SERVICES: WARDEN (Thabo Mofutsanyana District) (4 Posts). EMERGENCY MEDICAL SERVICES: BULTFONTEIN (Lejweleputswa District) (4 Posts). EMERGENCY MEDICAL SERVICES: THEUNISSEN (Lejweleputswa District) (4 Posts). EMERGENCY MEDICAL SERVICES: BOTHAVILLE (Lejweleputswa District) (4 Posts). EMERGENCY MEDICAL SERVICES: PARYS (Fezile Dabi District) (4 Posts). EMERGENCY MEDICAL SERVICES: HEILBRON (Fezile Dabi District) (4 Posts)

REQUIREMENTS: Ambulance Emergency Assistant (AEA) with 3 years experience after registration with the Health Professions Council of South Africa (HPCSA) in the applicable category according to OSD appointment requirements. Code C1 (10) driver's license with Public Driver's Permit (PDP) for GP. Grade 12 Certificate or equivalent (for Free State Department of Health internal staff).

RECOMMENDATIONS: Knowledge of the Free State Province area. Supervisory experience or qualification. Provide advice and guidance on procedure and policies matters to staff.

DUTIES: All EMS activities in the station during the shift. Assist in management of overtime, leave and shifts. Ensure that staff attends to calls timeously. Analyze trip sheets and patient report forms and report discrepancies to the Station Manager.

ENQUIRIES: Mr S.E. Mohlokoane (Motho District), Telephone number: (051) 4055646. Mr L.J. Basson (Xhariep District), Telephone number: (051) 6830547 Mr G.T. Mokoena (Fezile Dabi District), Telephone number: (016) 9769083. Mr L.P. Moshou (Lejweleputswa District), Telephone number: (057) 3528236/7/8Mr S.J. Maya (Thabo Mofutsanyana District), Telephone number: (058) 7132572



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APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The EMS District Manager: Mthetho District (Attention: Mr S.E. Mohlokoane), P.O. Box 441, Bloemfontein 9300. Xhariep District (Attention: Mr L.J. Basson), Private Bag X20710, Bloemfontein 9300. Fezile Dabi District (Attention: Mr G.T. Mokoena), Private Bag X2005, Sasolburg 1947. Lejweleputswa District (Attention: Mr L.P. Moshou), Private Bag X15, Welkom 9460. Thabo Mofutsanyana District (Attention: Mr S.J. Maya), Private Bag X824, Witsieshoek 9870

EMERGENCY CARE OFFICER GRADE I & III OR EMERGENCY CARE TECHNICIAN GRADE I (250 POSTS)

SALARY: Emergency Care Officer Grade I: A basic salary of R78 192.00per annum. Emergency Care Officer Grade 3: A basic salary of R92 112.00 per annum. Emergency Care Technician Grade I: A basic salary of R113 460.00per annum (The salaries for Emergency Care Officers will be determined by the qualifications and experience according to Occupational Specific Dispensation (OSD) for Emergency Medical Officials.

CENTRE: EMERGENCY MEDICAL SERVICES: MTHEO DISTRICT (48 Posts)

REFERENCE: H/R/2 EMERGENCY MEDICAL SERVICES: XHARIEP DISTRICT (24 Posts) (**REFERENCE:** H/R/3) EMERGENCY MEDICAL SERVICES: LEJWELEPUTSWA DISTRICT (58 Posts) (**REFERENCE:** H/R/4) EMERGENCY MEDICAL SERVICES: FEZILE DABI DISTRICT (40 Posts) (**REFERENCE:** H/R/5) EMERGENCY MEDICAL SERVICES: THABO MOFUTSANYANA DISTRICT (80 Posts) (**REFERENCE:** H/R/6)

REQUIREMENTS: BAA/AEA/ECT registered with the Health Professions Council in South Africa (HPCSA) in the applicable category according to OSD appointment requirements. Code C1 (10) driver's license with valid PrDP for GP. Current registration with the HPCSA. Grade 12 Certificate.

REQUIREMENTS: Knowledge of the Free State Provincial Area. Ability to speak two official languages.

DUTIES: Render emergency medical care and transportation of patients. Completion of patient administration documents. Collection of revenue information and RAF. Clean and maintain EMS vehicles. Execute Infection Control Policy. Any assigned duties by supervisors.

ENQUIRIES: Mr S.E. Mohlokoane (Mthetho District), Telephone number: (051) 4055646. Mr L.J. Basson (Xhariep District), Telephone number: (051) 6830547. Mr G.T. Mokoena (Fezile Dabi District), Telephone number: (016) 9769083. Mr L.P. Moshou (Lejweleputswa District), Telephone number: (057) 3528236/7/8. Mr S.J. Maya (Thabo Mofutsanyana. District), Telephone number: (058) 7132572

APPLICATIONS TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to The EMS District Manager: Mthetho District (Attention: Mr S.E. Mohlokoane), P.O. Box 441, Bloemfontein 9300. Xhariep District (Attention: Mr L.J. Basson), Private Bag X20710, Bloemfontein 9300. Fezile Dabi District (Attention: Mr G.T. Mokoena), Private Bag X2005, Sasolburg 1947. Lejweleputswa District (Attention: Mr L.P. Moshou), Private Bag X15, Welkom 9460. Thabo Mofutsanyana District (Attention: Mr S.J. Maya), Private Bag X824, Witsieshoek 9870

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by

certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy).

Applicants are requested to complete the Z83 form properly and in full.

Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timely. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

PERSONAL ASSISTANT TO THE GENERAL MANAGER: CORPORATE SERVICE AND CFO (2 POSTS)

REFERENCE NO: PA

SALARY: Salary level 7 – A basic salary of R 140 208 per annum.

CENTRE: GLEN

REQUIREMENTS: Secretarial Diploma or equivalent qualification plus applicable experience in rendering a support service to senior management. In addition, applicants must be fully computer literate with a working knowledge/understanding of MS Word, MS Excel and MS Power Point. Good interpersonal, organizational, communication and typing skills are required. Good telephone etiquette. Good telephone etiquette

DUTIES: Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the manager. Utilizes discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointment. Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g: Progress reports. Monthly reports. Management reports. Scrutinizes routine submission / reports and make notes and / or recommendations for the manager. Responds to enquiries received from internal and external stakeholders (vi) Draft documents as required. (vii) Does filing of documents for the manager and the unit where required. (viii) Collects, analyzes and collates information requested by the manager. (ix) Clarifies instructions and notes on behalf of the manager. (x) Ensures that travel arrangements are well coordinated. (xi) Prioritizes issues in the office of the manager. (xii) Manages the leave register and telephone accounts for the unit. (xiii) Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit (xiv) Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: (i) Scrutinizes documents to determine actions / information / other documents required for meetings. (ii) Collects and compiles all necessary documents for the manager to inform him / her on the contents. (iii) Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. (iv) Prepares briefing notes for the manager as required. (v) Coordinates logistical arrangements

for meetings when required. Supports the manager with the administration of the manager's budget: (i) Collects and coordinates all the documents that relate to the manager's budget. (ii) Assists manager in determining funding requirements for purposes of MTEF submissions. (iii) Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. (iv) Checks and correlates BAS reports to ensure that expenditure is allocated correctly. (v) Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. (vi) Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. (i) Remains up to date with regard to the prescripts/ policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. (ii) Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES: Corporate Services: Mr VG Mlambo, Telephone number: 051 861 8420 / CFO Ms Dhlamini, Telephone number 051 861 8408

CHIEF RISK OFFICER (1 POST)

REFERENCE NO: RISK

SALARY: Salary level 11 – A basic salary of R 406 839 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Three-year degree or diploma with Risk Management and Internal Audit as majors. Approximately 5 years practical experience in the following areas: The development and implementation of Risk Management Systems / Strategies. The management of risk management services. Valid driver's license (code EB)

DUTIES: Develop, implement and maintain the following to ensure effective risk management for the Department: Risk management strategy, Risk management framework, Risk management policy, and Risk management plan. Develop and implement an effective fraud prevention strategy and plan for the Department to identify opportunistic administrative gaps and making recommendation to the Chief Financial Officer for corrective action. Facilitate risk identification and assessment to develop and maintain the risk register. Facilitate an on-going education and awareness campaigns on risk management to promote a risk management culture and also an on-going education and awareness campaigns on fraud prevention to assist in the elimination / reduction of fraud in the department. Monitor and review the implementation of risk management processes to ensure the pro-active assessment of the current state of controls. Co-ordinate with external and internal stakeholders on broader effective and efficient risk management and fraud prevention strategies to enhance risk management and fraud prevention. Provide secretariat services to the Risk Management Committee. Compile quarterly risk reports to Risk Management Committee and Internal Audit. Manage resources to render an effective and efficient risk management services. Perform other related tasks and projects as directed by the Chief Financial Officer.

ENQUIRIES: Ms S Dhlamini, Telephone number: 051 861 8408.

APPLICATION FOR THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT TO BE SUBMITTED TO:

Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x02, Bloemfontein 9300 or delivered by Hand to Mrs S Hlekiso in Room 203, 2ND Floor, ABSA Building, c/o Elizabeth and Aliwal Streets Bloemfontein.

CLOSING DATE: 29 April 2011



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